

No. E/254/11/Comml/Pt.VII/LDCE (O)

To

PCCM, SDGM & CVO, CCM/FM, CCM/PM, CCO/MLG;  
Dy.CVO/Traffic/MLG; Dy.CCM/PM, Dy.CCM/Claims, Dy.CCM/FM, SCM/Rates/MLG;  
Sr.DCM/KIR, APDJ, RNY, LMG & TSK; Principal/ZRTI/APDJ; Law Officer/MLG ;  
DRM(P)s/KIR,APDJ,RNY,LMG & TSK ; Sr.SM(G)/GHY, SM(G)/NJP; SCM(Court)/MLG,  
ACM/NJP, ACM/GHY, SS/KYQ, SS/TSK;

**Sub :-** Notification for ACM(Gr.'B') selection against 30% LDCE quota vacancy.**Ref :-** Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019, 12.01.2021, 21.01.2021, 17.03.2021 and No. E(GP)2022/2/4 dated 28.06.2022, 07.07.2022, 08.08.2022, 06.09.2022, 04.10.2022, 07.10.2022, 18.10.2022, 26.10.2022, 07.11.2022, 11.11.2022, 28.11.2022, 07.02.2023 & No. E(GP)2022/2/20 dated 14.11.2022 and DG/NAIR's letter No. EG/NAIR/ CBT/GBS dated 04.01.2023, 30.01.2023 & 07.2.2023.

It has been decided with the approval of competent authority to hold a selection for forming a panel of **01(UR)** for the post of ACM(Group- 'B') against 30% LDCE quota vacancy.

**1. Condition of eligibility :-**

(i) As per Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019) the eligibility criteria is given below:-

Group-'C' employees working in level-6 and above in Pay Matrix with 5 years of non-fortuitous service in level-6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible.

(ii) In terms of Railway Board's letter No. E(GP)88/2/54 dated 31.01.1992, Group 'C' employees working as Law Assistants/Chief Law Assistants, fulfilling the above service criteria are also eligible to appear in the said LDCE.

(iii) As per Railway Board's letter No. E(NG)I-81/PMI/76 dated 25.04.1981 and No. E(NG)I-93/PMI/4 dated 18.01.1993, the time spent by a railway servant under training immediately before appointment to service is to be counted as non-fortuitous service for the purpose of appearing in LDCE(Group 'B') selection.

(iii) The cut off date of eligibility on the length of required years of non-fortuitous services of the staff of Commercial department is as on **01.01.2023** for the above selection.

(iv) All the volunteers, who fulfill the conditions of eligibility as mentioned vide (i), (ii) & (iii) above, will be allowed to appear in the written examination, without any restriction to the number of candidates.

**2. Scheme of examination :[Authority : Railway Bd's letter No.E(GP)2022/2/4 dated 28.06.2022]**

(j) LDCE will be one stage only and will comprise of only 1 Paper with the following set up :

(a) Single paper of 150 marks comprising 100% Objective type Multiple Choice Questions with following distribution of marks :-

Topics		Distribution of marks
(a)(i)	Technical (Professional) subject including optional	80 marks
(a)(ii)	General Knowledge including optional Questions of 15 marks on Official Language Policy & Rules	40 marks
(a)(iii)	Establishment and Financial Rules	30 marks
(b)	Qualifying Marks	90
(c)	Duration	3 hours.

- (ii) Question Paper will have 175 questions out of which 150 questions are to be attempted.
- (iii) 1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3<sup>rd</sup> of Marks allotted for each question will be deducted for every wrong answer.
- (iv) Optional Questions on Official Language Policy and Official Language Rules in the LDCEs shall be included in terms of provision contained in Para 204.3 of IREM Vol.I.
- (v) Examination for 30% LDCEs will be held on a single day only. On the same day exam for the post of APO will be held in the second shift, so that candidates who have appeared in exam for AMM/ACM/AOM in the first shift and also want to appear for APO can do so in second shift. Similarly, exam for AME and AEE will also be held in different shifts with a gap of 3 hours between both the shifts.
- (vi) CBT for 30% LDCEs for a particular department for Zones/Pus will be held on the same day across Indian Railways. There is **no provision for Supplementary Exam in 30% LDCE**.
- (vii) The schedule for finalizing various stages in LDCE of current vacancy cycle through CBT is as under-
- |     |                                     |    |                       |
|-----|-------------------------------------|----|-----------------------|
| (a) | Last date for submission of options | :- | <b>by 16.03.2023.</b> |
| (b) | Finalization of willing candidates  | :- | by 05.04.2023         |
| (c) | Date of Examination (tentative)     | :- | 14.05.2023.           |

**3.** The syllabus as prescribed by Railway Board for 30% LDCE for promotion to ACM(Gr.'B') vide Board's letter No. E(GP)2022/2/4 dated 07.11.2022 is enclosed as **ANNEXURE-'A'**.

**4.** The selection will be based on candidates performance both in Written Examination, Viva-voce test and record of service. Only those candidates who qualify in the written examination and thereafter in **Medical examination as per Para 530(a) of IRMM/Vol.I** will be eligible for the viva-voce test provided they are declared physically fit to hold the Gr.'B' post. Before commencement of the viva-voce test, Medical examination from the respective Railway Medical authority of the candidate concerned should be done, which is mandatory. The final panel will be prepared **as per Merit**, subject to other provisions concerning empanelment.

**5.** All controlling officers should notify this widely amongst the staff under their control. **The last date of filling up applications from the staff by 16.03.2023.** It has been decided to call up the applications on **ONLINE** link as provided below. No application will be accepted after the cut off date i.e. 14.03.2023.

**6.** The filled up applications should be scrutinized properly with the service records to avoid any factual errors and future complications. The caste certificate (SC/ST) should also be verified carefully. The applications should also be signed by the controlling officer with official seal and should have the counter signature of the concerned cadre controlling Personnel Branch Officer or Officer who deal with P.Case & Service records.

**7.** In terms of **RBE No. 142/2019** as per **para.(ii)** Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the Selections/LDCEs against unreserved vacancies.

[Candidates may visit the website [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) -> General Info Department Personnel -> Notice Board -> Link - <https://nfrailway.redpanchi.in/> (for downloading the notification and filling up the application form)

DA: (i) Syllabus (ANNEXURE-'A')

AMISH  
(Amish Gogoi)  
Asstt. Personnel Officer (GAZ)  
for General Manager(P)

Digitally signed  
by AMISH GOGOI  
Date: 2023.02.23  
12:53:53 +05'30'

Copy to :-

- (i) Steno to PCCM – for kind information of PCCM.  
(ii) General Secy./NFREU, NFRMU, SC/ST & OBC Association.

AMISH  
(Amish Gogoi)  
for General Manager(P)

Digitally signed  
by AMISH GOGOI  
Date: 2023.02.23  
12:53:53 +05'30'

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. E(GP)2022/2/4

Now Delhi, dt:07/11/2022

The General Managers,  
All Indian Railways/PUs.


(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of  
Centralized Computer Based Multiple Choice Objective type  
examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

  
(Meenakshi Saluja)  
Dy. Director, Estt.(GP)-III  
Railway Board  
Ph. No. 233047250  
E.mail ID- meena.1964@gov.in

## **B. TRAFFIC (COMMERCIAL)**

### **I. General**

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

### **II. Goods Traffic:**

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

### III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

#### **IV. Parcel Traffic**

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

#### **V. Other Sources of Revenue:**

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

#### **VI. Traffic Accounts:**

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

#### VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS . LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.



### Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time